



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS - MONTANA

P.O. Box 4789 (1900 Williams Street)
Helena, Montana 59604-4789

DATE: 11 December 2006

HUMAN RESOURCE OFFICE
TECHNICIAN VACANCY ANNOUNCEMENT NUMBER: 07-009
CLOSING DATE: 26 December 2006

NON-BARGAINING UNIT POSITION: **FLIGHT SERVICES MANAGER, GS-2150-11**

SALARY RANGE: \$51,972.00 - \$67,567.00 PA (PER ANNUM)

LOCATION: 120th FW, Great Falls, Montana SELECTING OFFICIAL: Col John P. Hronek

APPOINTMENT FACTORS

EXCEPTED ☒ COMPETITIVE ☐ OFFICER ☐ ENLISTED ☒
COMPATIBILITY: AFCS: 1C0X1
SUPERVISORY ☒ NON-SUPERVISORY ☐ PERMANENT ☒

AREA OF CONSIDERATION

☒ AREA I All permanent excepted technicians in the Montana AIR National Guard.

NATIONAL GUARD MEMBERSHIP REQUIRED: Prior to filling any excepted position, an individual must be a member of the Montana Air National Guard. **An applicant is not required to possess a Security Clearance or the above AFSC/AOC/BR/CMF/MOS (s) to apply. Selectee must possess or obtain a compatible military position with an above AFSC/AOC/BR/CMF/MOS and a Security Clearance (unless otherwise specified in Encl 1).** Failure to meet these requirements will result in loss of employment. Acceptance of position will cause termination from the **Selected Reserve Incentive Program (Loan Repayment and Bonus programs)** with or without recoupment.

PROMOTION POTENTIAL: None.

SUMMARY OF DUTIES: A brief statement of duties from Position Description No. 80311000. If applicants desire, a copy of the PD can be obtained from the HRO. The purpose of this position is to manage, direct, and oversee the operation of all airfield activities and facilities under jurisdiction of the air base, and to coordinate as necessary with all applicable agencies, base flying activities and transient military aircrew and aircraft as well as civilian aircraft utilizing ANG facilities. Coordinates and maintains liaison with military, federal, and local agencies concerning airspace utilization, safety of flight, search and rescue operations, base contingency, and operational plans. Provides direct support to aircrews as an integral part of our nation's air traffic control system. Performs, plans, develops, administers, and conducts services required of a Flight Serve Section and an Airfield Management/Base Operations function.

METHOD FOR EVALUATING AND RANKING CANDIDATES: To receive full credit for your qualifications, provide detailed evidence of experience, training, education, awards, hobbies, self-development achievements, and any other aspects of your background **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Show how and when they were used. Evidence of experience must include clear, concise examples to show level of accomplishment and degree of responsibility. Your application will be the basis for ranking these factors. The State Merit Placement Plan (DMAMT AF Regulation 40-335) applies to Area I applicants. **THIS IS A NON-BARGAINING UNIT POSITION.**

PCS FUNDS NOT AUTHORIZED.

EQUAL OPPORTUNITY: THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

INSTRUCTIONS FOR APPLYING: Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included, the HRO will use this form to establish your basic eligibility. All forms and instructions are available at the HRO in Helena, or Great Falls, MT. Verbal applications will not be accepted or considered. Applications may be **hand delivered** to the **HRO office in Helena, MT**, no later than the closing date specified on this vacancy announcement. **Mailed applications MUST be postmarked on or before that date. FAXED (406-324-3135) AND EMAILED (hrojva@mtgrea.af.mil) APPLICATIONS WILL BE ACCEPTED and must be received by the closing date.** Applications postmarked or date stamped after the closing date will not be considered. Applications being mailed **must** be sent to: **THE ADJUTANT GENERAL, ATTN: HRO-STAFFING, P. O. Box 4789, FT Harrison, MT 59636-4789. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Please call (406) 324-3122/3133/3138 DSN: 324-3122/3133/3138 for any additional information or clarification of application procedures. Applications will be retained by the HRO, Helena, as they are used to support this announcement. For applications and a list of open job vacancy announcements visit our webpage at:

WWW.DMA.MT.GOV/HRO

REMINDER: A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST
LtCol, MTNG
Human Resources Officer

TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-009

BASIC ELIGIBILITY FACTORS: Document prior experience, education, and training relating to each **KNOWLEDGE, SKILL, AND ABILITY (KSA'S), General, and Specialized Experience requirements.**

KSAs FOR FLIGHT SERVICES MANAGER, GS-2150-11, F80311000

1. Ability to manage, direct, and oversee the operation of airfield activities and facilities.
2. Skill in assigning work of subordinates and providing supervisory / management functions and duties such as merit promotions, career development, employee counseling, position management, performance standards and evaluations.
3. Skill in planning, scheduling, and organizing, to include work schedules.
4. Skill in coordinating with military and civilian agencies.
5. Skill in drafting reports and correspondence.
6. Knowledge of financial program development, resource management, and budget planning and budget execution.
7. Knowledge of database management.

GENERAL EXPERIENCE: General experience, education, and training which provides a knowledge of Air Operations functions or programs.

SPECIALIZED EXPERIENCE: Must have 36 months of specialized experience in planning, organizing work, or providing technical assistance to subordinates.

JOHN P. HRONEK, Col, MTANG
AIR OPERATIONS OFFICER

Enclosure 1